

GROUP WEEKLY ATTENDANCE SHEET

Important Notice: Falsification of this document, by anyone, will result in severe disciplinary action.

Exact times shall be entered; however, during the payroll processing, all docks and overtime will be rounded to the nearest quarter hour.

Initials of employees signify that entries are correct.

DATE	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTALS FOR THE WEEK						NOTES
Initial at end of the week	SUN	MON	TUES	WED	THURS	FRI	SAT	Hrs	Overtime		Time Sched		Earned	
Employee Name								Wrkd	ST	FLSA	Hrs	Code	CT	
	Total:	Total:	Total:	Total:	Total:	Total:	Total:							
	Total:	Total:	Total:	Total:	Total:	Total:	Total:							
	Total:	Total:	Total:	Total:	Total:	Total:	Total:							
	Total:	Total:	Total:	Total:	Total:	Total:	Total:							

Charge Codes: CT=Compensatory Time HL=Holiday VL=Vacation Leave

CL=Compassion Leave D=Dock JD=Jury Duty MedL=Medical Leave ML=Military Leave SL=Sick Leave SU=Suspension WC=Wkrs Comp WF=Work Furlough

I certify that the above is correct to the best of my knowledge.

Supervisor's Signature _____ Date: _____